



Letters of Authorization (LOA) Notice to Property Owner and Agents/Representatives

Property owners who wish to be represented by an agent or representative in matters concerning their Rental Dwelling Unit License Application must provide a Letter of Authorization to the Wellington Rental Licensing Department. LOA Forms and Rental Dwelling Applications are available online please visit our website www.wellingtonfl.gov >*I Want To>Apply For>Rental Dwelling Unit License>Rental Dwelling Unit License Application Packets.*

1. LOA must identify the property by specifying:
 - a. The Owner of Record
 - b. The Legal Address of Rental Dwelling for which the license is applied
 - c. The Rental Dwelling Unit License year
2. LOA representative or agent must comply with the following requirements:
 - a. The representative or agent shall be at 18 years of age; and
 - b. The representative or agent shall be a resident of Palm Beach County, Florida.
 - c. The representative or agent must include their name, address, telephone number, and e-mail address (if available).
 - d. If a new or additional representative is appointed by an owner, the representative's name, address, and telephone number shall be supplied to the department by the owner within 15 days after the appointment.
3. LOA must be signed by the owner of record of the property, or if titled in the name of a corporation, it must be signed by an officer of the corporation authorized to act on its behalf. Management companies and other third party signatures are not acceptable. The signature line must include:
 - a. Signature of the owner or officer
 - b. The name of the signer, printed or typed
 - c. The title of the signer

LOA must be an original document and submitted to:

The Village of Wellington
Attn: Rental Licensing Department
12300 West Forest Hill Boulevard
Wellington, Florida 33414